

REGULATORY COMPLIANCE SPECIALIST

PURPOSE AND NATURE OF WORK

Work involves inspection of industrial sites, sampling and analysis of materials in use in order to assure compliance with safety and or environmental regulations concerning hazardous materials, industrial discharge into the municipal sanitary sewers, discharge from municipal wastewater treatment plants, and agricultural land application of residuals from water/wastewater treatment plants. Work may also require review/analysis of construction plans for environmental effects and regulatory compliance. Incumbents report to a Regulatory Compliance Officer or Engineer, depending on their area of assignment, and have no supervisory responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

- Conducts inspections to identify hazardous materials, informs and trains workers in matters concerning these materials, completes reports, monitors disposal, develops handling and spill procedures, prepares and files Materials Safety Data Sheets.

- Identifies sources of unpermitted industrial discharge into the municipal sewers, visits plants, conducts inspections, notes processes and reagents, installs, sampling equipment and/or takes samples, obtains records from plant personnel, drafts discharge permits, conducts or obtains laboratory tests and analyses results.

- Inspects sites for disposal or residuals from treatment plants, samples residuals, samples soils, calculates and schedules application of residuals for tracts of land based on these analyses.

- Conducts Biological Oxygen Demand, Total Suspended Solids, Chemical Oxygen Demand, Volatiles, Sludge Oxygen Uptake Rates, Fecal Coliform, ph and other laboratory tests as necessary.

- Reviews construction plans of civil engineering projects for environmental regulatory compliance, conducts public meetings/presentations regarding these, and coordinates reporting and compliance with environmental regulatory agencies.

- Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS (depending on area of assignment)

- Knowledge of local, state and federal regulations pertaining to hazardous materials in the workplace and notification of workers.

- Knowledge of local, state and federal regulations pertaining to municipal wastewater treatment, pretreatment and residuals disposal.

- Knowledge of civil engineering pertaining to street and drainage plans, specifications and construction methods.

- Knowledge of chemical and bacteriological laboratory methods and analyses.

- Ability to use personal and mainframe computer databases and utility billing applications.

- Ability to form and maintain effective working relationships with industry management, regulatory agency officials and other employees.

DESIRABLE TRAINING AND EXPERIENCE (depending on area of assignment)

Bachelor's degree in physical sciences related to area of assignment and experience in industrial wastewater analyses, municipal wastewater treatment residuals analyses, hazardous materials procedures, street and drainage construction, or an equivalent combination of education and experience.